

**SAN JUAN UNIFIED SCHOOL DISTRICT  
BOND OVERSIGHT COMMITTEE (BOC)**

Dyer Kelly Elementary School

August 1, 2017

6:30 pm



**SJUSD BOC MEETING MINUTES**

Committee Member	Present	Absent	SJUSD Staff	Present	Absent
Eric Bakke – Chairperson – Parent Rep	X		Greg Paulo – Board Member		X
Kip Skidmore – Vice-Chair - Business Community		X	Frank Camarda – Senior Director Facilities, Maintenance & Transportation	X	
William Baker – Community at Large	X		Brett Mitchell – Director Facilities Construction & Modernization	X	
Bronwyn Bateman – Senior Citizen Rep	X		Laura Leet – Facilities Construction Manager	X	
Mario Rodriguez – Community at Large	X		Josh Jacobson – Facilities Construction Manager	X	
James Ray - Community at Large		X	Cherie Chenoweth – Accounting Supervisor	X	
Debra Desrosiers – Parent / PTA member	X		Patti Thomas - Administrative Assistant to Brett Mitchell	X	
David Wolfe – Taxpayer Association		X	Keith Reid-Communications	X	
Rebecca Kirk – Community at Large	X				

**Others in attendance:** Ronny Kagstrom (KMM), Danny Martin (ICS), Joy Sisson (Kitchell), Paul Chambers (Kitchell), Representatives from Lionakis Architects and Clark/Sullivan Construction, Cassandra Bennet Porter (Principal); Jeffrey Small (Capitol Public Finance Group)

**1. Call to Order, Roll Call, Quorum Count and Welcome Visitors:**

Meeting was called to order at 6:35pm, by Eric Bakke.  
Patti Thomas took roll; at six (6) members present, a quorum was reached.

The minutes from the April 25, 2017 meeting were approved with a motion by Mario Rodriguez, and seconded by William Baker.

**2. Public Comment**

none

**3. Announcements – Eric Bakke**

- Eric introduced the newest member of the BOC Debra Desrosiers, filling the vacant PTA Representative spot on the committee.

**4. Staff Announcements – Brett Mitchell**

- **Staffing:** Brett stated that the Facilities Construction department identified the need for an additional construction manager position. Josh Jacobson was introduced as the new construction manager working along side Laura Leet. He added that Jackie Smith, the administrative assistant to the department had left the district to work with Kitchell. Brett introduced Patti Thomas that is filling in for Jackie until a new administrative assistant is hired.

**5. Projected Bond Cash Flow – Jeff Small (Capitol Public Finance Group)**

- Eric Bakke introduced Jeff Small. He has been invited to provide updates to the committee on Measures J, N and P. His presentation will be added to the minutes of this meeting.

**6. Financial Reports – Cherie Chenoweth**

- Cherie Chenoweth discussed the 4<sup>th</sup> Quarter report. This report will be posted online and can be found on the Bond Oversight Committee webpage. It has also been attached to these minutes. She stated that there is a new category added to the report – Punch/Closeout. She explained that it shows that construction on the project is done, but it's in punch. Cherie asked if there were other categories the committee would like to see on the report. Eric queried the committee. He would like to have it through closeout. Frank stated that it would be very costly in time and money for the construction management firms to do this. It was decided that the financial report will be through closeout, and will not include the project status updates by the CM firms. Frank will have the cost analyzed to generate the entire report and provide the information to Eric
- Mario Rodriguez suggested for a future meeting of the delivery methods for projects – Lease/leaseback , Design-Build, Design-Bid-Build. This will be added to the agenda for next meeting.

**5. Project Construction Update – Laura Leet, Josh Jacobson**

- Josh Jacobson briefly discussed a few of the projects in the planning (scoping) and design phase currently:
  - Del Paso Manor (Full site renovation): McCarthy Construction and WLC Architects were chosen as the Design Build team. Design coordination meetings have started. Weekly stakeholder programming meetings will begin next week (8/7/17)
  - Greer (Full site renovation): Otto Construction and Nacht and Lewis Architects were chosen as the Design Build team. Stakeholder meetings began last month (July) and will conclude early this month.
  - Mira Loma and Encina High School – Outdoor Learning (fields): Verde Design is wrapping up their design. Construction is set to begin in the fall.
  - Low Voltage/HVAC (various sites): projects are in punch.
- Laura Leet briefly mentioned a few of the larger projects
  - Bella Vista High School Science Wing: McCarthy Construction will be substantially complete by the start of school.
  - Rio Americano MOD with PAC: DPR Construction is completing the PAC building. The two new classrooms will be ready for start of school.

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- El Camino High School PAC: McCarthy Construction is working on the new tennis courts and site work for the new performing arts building.
- Eric Bakke asked that both Josh Jacobson and Laura Leet email their project lists/reports to him. This report will be included in the minutes to this meeting.

## 6. Elections

- Annually we have elections for Chair and Vice Chair. Eric stated that he is termed out this year, but will stay on the committee another year.
- Eric Bakke nominated Mario Rodriguez for Chair. He added that Mario has a background in facilities and budget. It was seconded by Bronwyn Batement. Eric asked for a vote by voice in support of Mario Rodriguez for Chair. Ayes have it.
- Eric then stated that Mario could select his Vice Chair. Mario Rodriguez nominated Rebecca Kirk as Vice Chair as she also has expertise in this area. It was seconded by Debra Desrosiers. Eric asked for a vote by voice in support of Rebecca Kirk for Vice Chair. Ayes have it.
- Kudos: Bronwyn thanked Kip for a job well done. All agreed. Eric thanked all for their efforts and participation this past year. Brett stated that it has been a pleasure to work with Eric – his leadership and the work they have done. He is looking forward to working with Mario and Rebecca.

## 7. New Items

- Topics for future agendas
  - Review of the Brown Act – Linda Simlick
  - Review of the Committee ByLaws
  - Discussion of delivery methods for projects – Lease/leaseback , Design-Build, Design-Bid-Build.
- The next BOC meeting date and location was not discussed/TBD.

Meeting adjourned at 8:15 pm.